User Notes: GYWO Habit Tracker

This document is designed to walk the user through a basic tutorial of the Habit Tracker's functions and offer basic troubleshooting solutions to potential issues.

Let's start on **Get Started**. This is where you'll be able to see an overview of your progress for the year.

Working left to right:

- The **Pledge** is your GYWO Habit Pledge. Select your pledge from the drop-down menu so that the numbers/calculations you see on the Habit Tracker reflect your year pledge.
- **Remaining** will show you how many days you must work before you reach your pledge, while the circle graph will graphically show you the same information.
- The **YTD** will track your total day count throughout the course of the year. This is the number you'll use for monthly check-ins.
- The Habit Tracker includes **Additional Tracking**. Select Words, Hours, or Pages from the drop-down menu to update the headers throughout the Habit Tracker. This is entirely optional, so if you just want to track your days, you can ignore this.
- The **By Month** section is calculated from the numbers for that month only. This reflects the totals and averages from the numbers you input on the month sheets. In addition to your **Total Habit Days**, it will show your **Total Words** or **Total Hours** or **Total Pages** and your **Daily Average Words (days w/ work)** or **Daily Average Hours (days w/ work)** or **Daily Average Pages (days w/ work)**, depending on which additional tracking you choose from the drop-down menu.
- **Longest Streak of Days Worked** shows your longest streak for consecutive days worked.

Monthly Planning

Monthly Planning (Days)			
	On Pace Goal	Custom Month Goal	Actual + Goal
January	15		
February	15		
March	15		
April	15		
May	15		
June	15		
July	15		
August	15		
September	15		
October	15		
November	15		
December	15		
Days to Goal:		180	180

We encourage members to plan their year in advance with **Monthly Planning.**

You can use this chart to customize your year to plan in advance for NaNoWriMo, vacations, or times when you know writing will be tough. As you insert numbers in the **Custom Month Goal**, the **Days to Goal** at the bottom will let you know how many more days you need to allocate over the year. With this, you'll be able to completely customize the tracker to pace yourself for *your* year.

The **Actual + Goal** column will help you make adjustments throughout the year. Input the actual number you hit each month to decide how to adjust your monthly plans. Only wrote 7 days in January? Decide in advance that April is the best time to make up those days because February and March are too busy. Stay on top of your writing plans all year long!

Now click on the **January** tab, and we'll walk through what you'll be looking at each month.

Header and Columns

JANUARY				Jan Reporting Figure:					**0**			
			Get Your Words Out:	2022	*Habit Tracker*							
On Pace # of Days to Work:		**15**			Custom # of Days to Work:					Days Worked in Month:	**0**	
You need to work on		**15**		out of		**31**	days left to meet your month goal.					

Progress		*Writing Habit*		*Project Tracking (optional)*						*Words*	
Day	Worked? (req.)	Year to Date Days Worked	Year to Date Days Worked %	Project	Words	Project	Words	Project	Words	Month to Date Words	Year to Date Words
1											
2											
3											

Header—working left to right:

- **Jan Reporting Figure** is your YTD, just another reminder of what number to report at the check-in.
- The **On Pace # of Days to Work** is the number of days you should be working each month to stay on pace throughout the year. This number is consistent with your pledge and does not change based on your performance.
- **Custom # of Days to Work** allows you to override **On Pace # of Days to Work**— setting your own Month Goal. If you plan on working more days in a specific month (for NaNoWriMo, for example), you might want to input a number in the yellow box for **Custom # of Days to Work**. You can use the **Monthly Planning** on the **Get Started** tab to help you pace yourself for the year.
- **Days Worked in Month** is your tally for the month.
- **You need to work on** tells you how many more days you need to work to meet your month goal. Once you meet your goal, the number shows "goal."
- **Out of** tells you how many days are left in the month. This number updates as you complete the tracker, so make sure you fill in your Ys and Ns to keep this number up to date.

Columns—working left to right:

- **Worked?** is where you input whether or not you worked for the day. Enter Y or N. (An uppercase "Y" or "N" are the only values that are accepted.)
- The **Year to Date Days Worked** will accumulate from one month to the next, showing your progress toward your Pledge through the course of the year.
- **Year to Date Days Worked %** will show you the percentage of days you've worked over the year. (So, if one day has passed and you worked on that day, you've worked 100% of the days!)
- **Project Tracking** allows you to track which projects you worked on and one additional element—Words, Hours, or Pages. (Select either Words, Hours, or Pages from the drop-down menu on the **Get Started** tab.)
    - **Project** allows the **File Tracker** to automatically track the number of words, hours, or pages you spend on each project and the number of days on which your work on the project.
    - The Tracker allows you to work on up to 3 projects on any given day. If you find yourself working on more than 3 projects, we suggest grouping some of your

projects in a category such as "Flash fiction" or "Odds and Ends."
- ○ Any projects you add to the **<u>File Tracker</u>** will appear on the drop-down Project list. In the Excel version, a pop-up will remind you to add projects not listed on the File Tracker, but you can type in anything without adding it to the File Tracker. (The GSheets version will show a red triangle, but no functionality will be lost.)
- ○ If you are tracking Hours or Pages and need to enter a decimal number (e.g., to show half an hour), the tracker will round to the nearest whole number. The decimal value is retained, and the totals will add the correct values, but all displayed numbers are rounded to the nearest whole number.
  - ▪ If you are spreadsheet savvy, you are welcome to adjust your spreadsheet to show decimal values.
- The last set of columns calculates your **Month to Date** and **Year to Date** totals for your additional tracking, whether that is Words, Hours, or Pages. **Month to Date** accumulates your data for the month across all projects and **Year to Date** accumulates your data for the year across all projects.

The last tab is the **File Tracker**. The File Tracker is useful for tracking projects. It collects and summarizes information from the month tabs.

The **Projects** list helps you manage and track your projects. The Days Worked and YTD columns are *completely* automated, so as you update the month tabs, the information will populate in the **Projects** list.

Example Word Count

2022			Projects			
Project	#	Start Date	Days Worked (Automated)	YTD Words (Automated)	Starting	Current
An Epic Tale of Epic	1	1/2	5	300		
The Great Adventure	2	1/5/21	10	5,000	35,700	40,700
Words Words Words	3	1/25	3	750		

Example Hours

2022			Projects			
Project	#	Start Date	Days Worked (Automated)	YTD Hours (Automated)	Starting	Current
An Epic Tale of Epic	1	1/2	5	3		
The Great Adventure	2	1/5/21	10	6		
Words Words Words	3	1/25	3	1		

Example Pages

2022			Projects			
Project	#	Start Date	Days Worked (Automated)	YTD Pages (Automated)	Starting	Current
An Epic Tale of Epic	1	1/2	5	6		
The Great Adventure	2	1/5/21	10	14		
Words Words Words	3	1/25	3	2		

- The **Projects** list will automatically display your data for up to 100 projects! Input a project title in the **Projects** list, and then choose that title from the drop-down menu as you complete the Month Tabs. The tracker will find the entries for that title and compile the data you enter.

Keep in mind:
- The project title entered on the Month Tabs must *exactly match* the File Tracker title, so that little drop-down menu can help keep your titles consistent.
- If you started a project prior to this year, you may input the word count or page count in the **Starting** column and the new word count or page count in the **Current** column, to help you track this year's additions. These are only reminders for you; no formulas calculate based on these inputs.

There are a few additional tools on this page to help you.

Total File Tracker

Total File Tracker shows the total data on your projects. It is a YTD for your additional tracking.

Total File Tracker Pages	24

Daily Goal

Daily Goal allows you to set a goal for the day and then track that goal.

Input the number of words, hours, or pages you want to work on today for **Goal For Today** (3 hours, in the example). Input *yesterday's* year-to-date total for **Starting Point** (22 hours)**.** Then **Remaining Today** will calculate how much you have left to complete. (1 hour to go!)

Daily Goal			
Goal For Today	3	Remaining Today	1
Starting Point (Total Hours)	22		

Daily Calculator

Daily Calculator is most helpful for calculating the number of words or pages you worked on a given document for the day.

Input your starting word or page count on a document in **Story Start Today** (750, in the example), and then, when you are done working in that document, enter the word or page count in **Story End Today** (1,162). **Written Today** will calculate the work you put into that document today. (412 words written today!)

Daily Calculator (Manual Input)	
Story Start Today	Story End Today
750	1,162
Words Written Today	
412	

Customizing Your Tracker

After downloading your GYWO Tracker, **it is yours to personalize**. You can change the background and font colors, bolding, and row and column size at any time.

If you are experienced with Excel or feel confident about experimenting and would like to change or add conditional formatting, include additional calculations, or add more columns or rows, you'll need to unprotect each individual sheet as you work on them. You can do so under the **Tools** menu by selecting **Protection** > **Unprotect sheet…**

To lock the sheet again, do the same. When a pop-up comes up, just click **Okay** because Excel will remember the previous settings.

GSheets has no protection. Once you make a copy, you're the owner!

> **BE CAREFUL.** All worksheets have hidden columns and rows, so you might have disrupted a hidden formula if your Tracker breaks and you're having trouble figuring out what happened. (Just alert a mod and we'll help you.)

Some tips for common personalization requests:

- To add more rows to the **File Tracker**, insert the desired number of rows and then copy the **whole row** from a blank line. That will copy and correctly update the hidden formulas when you paste the copied row on to your new row.

- On the **Month Tabs**, to turn off the Title warning pop-up or remove the drop-down list entirely, go to **Data > Validation…** The **Error Alert** will let you remove or change the pop-up message, or you can click "Clear All" to remove the drop-down menu all together.

- Adding more columns on the **Month Tabs** to record more projects per day will require a lot of effort to make the **File Tracker** work correctly. If you want to record more than 3 projects per day, you might prefer to use the GYWO Pace Tracker. You'll have to record a word count to use the GYWO Pace Tracker, but it will track days and hours as well as word count.

*Please refer to the following guidelines to ensure the proper functionality of your **GYWO Habit Tracker**:*

Be sure to enter a Y or N for each day.

- An uppercase "Y" or "N" are the only values that are accepted.
- Make sure you fill in all your Ys and Ns to keep the formulas up to date.
- The Additional Tracking calculations are only active once a Y or N has been entered for that day.

There are hidden values to calculate formulas, so if you are adding and removing columns and some formula suddenly breaks, that may be why. If you find that you want to add your own column of information, please do so carefully.

Stay away from the blue and gray boxes.

- Only the boxes with yellow or green backgrounds are adaptable for user-defined information.

- Saving a copy after entering your numbers is a good idea. Bear in mind, though, that if you accidentally delete, erase, or write over a blue or gray box, you can only use the "undo" function up to the point of your last save.

- If you accidentally delete one of the formulas, the quickest fix may be to download a new version of the Habit Tracker and copy/paste your data into the new one.

If you have any recommendations for improvements or other functionalities you would like to see included in future versions of the Habit Tracker—or in the event that you locate a bug—please contact the GYWO mods by email (gywomod@gmail.com). Thanks!